

PREVIOUS YEAR GRADUATE, COHORT & DROPOUT VERIFICATION & CERTIFICATION AIM Data Checklist

- ___ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports:
>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification
And State Enrollment Overlap."*
- ___ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or
[Enrollment End Status Codes](#).)
- ___ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in
Special Ed Fields section of Enrollment.)
- ___ Verify that all completed Special Education ERs and IEPs are locked.
- ___ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and
End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or
[MT Programs: Youth Challenge](#))
- ___ Follow the [Graduate Cohort and Dropout Verification Guide](#) to:
 - ___ Verify Graduation data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY
Graduates by Name and >student BOY Graduates Missing Diploma Information"*
 - ___ Certify Graduates ([OPI Reporting Center](#)).
 - ___ Verify Dropouts data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>
student BOY Dropouts by Grade Level, Name."*
 - ___ Certify Dropouts ([OPI Reporting Center](#)).
 - ___ Certify Cohorts ([OPI Reporting Center](#)).

All AIM guides and documents referred to in this checklist are available at the
[OPI AIM Website](#)

More Helpful AIM Links:

- ___ Review the [AIM Collection Schedule](#).
- ___ Review the [AIM New User Guide](#).
- ___ Submit an [AIM District Contacts Update Form](#).
- ___ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions](#).

**For further assistance, contact the AIM Help Desk
at opiainhelp@mt.gov or 1-877-424-6681.**